

GENERAL ASSEMBLY OF NORTH CAROLINA
LEGISLATIVE SERVICES OFFICE
LEGISLATIVE SERVICES OFFICER

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

LEGISLATIVE SERVICES OFFICER

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The General Assembly of North Carolina and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the General Assembly of North Carolina certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the General Assembly of North Carolina agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

LEGISLATIVE SERVICES OFFICER

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Cathy Martin, Legislative Librarian
Chief Records Officer
General Assembly of North Carolina

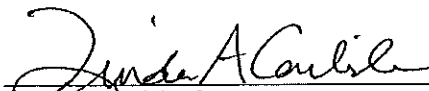


David Brook, Director
Division of Historical Resources

APPROVED



George F. Hall, Legislative Services Officer
General Assembly of North Carolina



Linda A. Carlisle, Secretary
Department of Cultural Resources

September 26, 2011

RLL

**GENERAL ASSEMBLY OF NORTH CAROLINA
LEGISLATIVE SERVICES OFFICE
LEGISLATIVE SERVICES OFFICER**

ITEM 25887. ADMINISTRATIVE FILE.

Correspondence and reference copies of printed information used by the Legislative Services Officer during the course of his administrative duties.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25889. LEGISLATIVE SERVICES COMMISSION MINUTES FILE.

Official copies of minutes of the Legislative Services Commission meetings.

DISPOSITION INSTRUCTIONS: Transfer one signed copy when received to the State Records Center to be microfilmed for permanent security storage in the Archives vault. Paper records will be destroyed in the State Records Center after microfilming. Transfer official copy to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 47427. STATEMENTS OF ECONOMIC INTEREST FILE.

Statements of Economic Interest submitted to the Legislative Services Office received from county boards once Senators and Representative have been elected. [Amended 05/30/05]

DISPOSITION INSTRUCTIONS: Transfer to the Legislative Library's Economic Interest Statements File (Item 25891) when administrative value ends.

ITEM 49824. CODIFICATION RECORDS FILE.

Records in paper and electronic formats, including e-mail, concerning codification of general statutes. File includes memoranda and correspondence with the publisher.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.